

Duty Statement
Department of State Hospitals – Atascadero

Job Classification: Health Services Specialist (Safety)
NOD/Program - Swing Position

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under administrative and clinical direction of the Nurse Administrator in a state hospital, is responsible for the ongoing monitoring, assessing, and making of recommendations for the maintenance of quality nursing services with primary emphasis on the treatment care needs of patients; assures education and training in nursing care is provided to unit personnel.

35% NURSING ASSESSMENT

Regularly and specifically communicates with other Health Services Specialists on all health problems being followed and assists with coordinated efforts to provide quality health services. Is responsible for communicating, consulting and collaborating with other health care professionals to evaluate and solve health care problems. Assures that there is a complete and relevant nursing assessment of the health problems and nursing care needs of each patient under their review. Evaluates patients each shift that are physically ill or present specific physical or psychiatric care problems and/or special treatment needs. When providing program coverage: **Assures that there is a completed, relevant Admission nursing assessment, from which Nursing interventions and input is provided into the Treatment Care Planning process.** In collaboration with the Unit Supervisor assures that nursing documentation reflects the patient's progress in meeting Treatment Plan focus and nursing interventions provided. Medications, Treatment and Recording: **Oversees the medication administration process to assure compliance with hospital policy and procedure, including certification of licensed nursing staff to administer medications.** In collaboration with the unit supervisor, ascertains that a treatment program, as developed by the Treatment Team is carried out and recorded in the patient's record.

Nursing Care Procedures: **Monitors that correct nursing care procedures are in effect and are being carried out by all nursing staff.**

Audits: **Assures that audits required by nursing service and the Program Management are completed and summarized monthly and quarterly. Assures all Programs nursing care staff are adequately trained in all aspects of nursing documentation. Have sufficient computer skills to write reports, input data and extract data for necessary reports to monitor the quality of nursing services.**

In-Service Training in collaboration with program and unit management, identifies training needs and provides in service training in nursing and other health related areas on an ongoing basis for all unit nursing staff.

15 % EMERGENCY CARE

Coordinates responses to life threatening medical emergency situations. Assists in providing appropriate nursing care during emergencies, which occur during duty

hours. Assures that emergency equipment assigned to units is present and functional and that staff are trained in its use. Provides instruction/ modeling to LOC staff related to emergency nursing care. Ascertains that staff are aware of location of emergency equipment and are knowledgeable in its use. Has responsibility to coordinate delivery of appropriate equipment to the emergency scene. Contacts the MOD and facilitates transport of the patient to the UCR on Unit 1, notifies Unit 1, MOD, and CISD of emergency status. Coordinates transfers to outside facilities from the Urgent Care Room. Evaluates need and coordinates delivery of level of care and Department of Protective Services (DPS) escorts. Is liaison for the follow-up of outside hospitalization. Reviews patient death documentation and care and prepares a report as assigned by Nursing Supervisor.

Infection and Disease Control: HSS serves as a liaison to the Public Health Nurse; evaluates patient needs and **assures that nursing staff are trained and Public Health procedures are carried out by staff as required to protect patients and staff from infection and disease.**

DAILY ROUNDS

30 % **Monitors and evaluates nursing care and documentation.** Reviews Special Incident Reports (SIRs) occurring after hours on weekends and holidays. Monitors all orders for restraint and/or seclusion and the documentation in the patient record; verifies that restraint and/or seclusion are properly used and applied. Assures that the patient who is restrained or secluded receives appropriate nursing care and that the documentation reflects that care. Reviews care and treatment of high risk patients. Reports significant findings to the appropriate management or medical reviewer. To the extent possible, visits each unit in the hospital daily on each shift on week-ends, holidays and off hours (except when program HSS is on duty). Reviews and signs the Log Book on each unit visited and records units visited in the NOD Log.

Observes units and hallways for situations which may interfere with the safety of patients or staff. Reports findings to appropriate supervisors/ management. Cooperates with EOD, DPS, POD, PMOD/MOD to assure safe and smooth operation of any and all hospital functions, as directed by relevant Administrative Directives. Assists psychiatric sick call staff related to hospital wide issues and areas of need. Notifies, as appropriate, PMOD, MOD and CISD of the following:

- Medical emergencies
- Physical injury to patients
- Employee injury or illness (transport to Unit 1, UCR)
- Visitor illness or injury, while on the premises
- All SIRs which require physician review or orders
- All patients who attempt suicide or verbalize suicide ideation

When providing program coverage: **Visits each unit in the Program at least daily.** Investigates Special Incident Reports (SIR) as delegated by Program Management/CNS. **Monitors restrained and/or secluded patients daily. Assures that documentation and Nursing Interventions for current treatment care plans are in place.** Assures physicians have reviewed all injured patients.

20 % **OTHER DUTIES**

Assists in the orientation of nursing personnel as designated by the NA. **Serves as a resource person and consultant to all hospital personnel.** Informs EOD, POD and Nurse Administrator/designee of any significant incident or occurrence within the hospital. Participates in formulating Nursing Policies and Procedures. May participate in the selection of nursing staff and in orienting newly hired R.N.s. Assures that DPS is notified of any incident that may involve criminal activity. Monitors the implementation of the nursing process and makes recommendations based on acquired data to the Nurse Administrator. Assists in completing audits and providing data, in accordance with hospital policy, as directed by the nursing supervisor. Provides for regular communication with Program Management, Nurse Administrator and nursing staff to ensure coordination of quality health services. Assists in the orientation of nursing personnel. Provides medication administration certification for licensed nursing staff. Reviews Psych/medical status of the Patients and communicates status to Program Director/Nursing Coordinator/Nurse Administrator. Serves as a resource person and consultant to the Program Director. May attend the following meetings: Program Management meeting; HSS meeting; QA&I Nursing monthly meeting; Nursing Procedure Committee meeting; Program Design Team meeting.

2. SUPERVISION RECEIVED

Nurse Administrator (NA)/Assistant Nurse Administrator (ANA) or designee/Supervising Registered Nurse (SRN)

3. SUPERVISION EXERCISED

Clinical supervision to RN's, PT's, PTT's, PTTC's, PLRN's and Shift Leads, as well as; clinical supervision of the quality of nursing care delivered within a program for a specific shift, or Clinical supervision hospital wide.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF: California healing arts licensure laws and regulations; regulations pertaining to hospital licensing, certification and accreditation; principles and practices used in training nursing services staff of a treatment program; professional nursing principles and techniques; concepts and methods of consultation; principles of specialized treatment and training techniques as they relate to mentally or developmentally disordered offenders; program organization in California forensic facilities.

ABILITY TO:

Evaluate and monitor the quality of nursing services with specific emphasis on physical care; plan, conduct and evaluate training for the nursing services staff of a treatment program; work effectively with a multidisciplinary clinical staff; perform evaluations and write reports; communicate effectively.

5. REQUIRED COMPETENCIES

SAFETY/INFECTION CONTROL

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards. Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

PAIN MANAGEMENT

Applies knowledge of pain management through comprehensive assessments of patients, and education of both staff /patients in their care and treatment.

CPR

Maintains current certification.

AGE SPECIFIC

Provides services commensurate with age of patients being served. Applies principles of caring for patients and assures adequate nutrition, fluid intake, exercise, adequate rest, skin care and falls assessments as well as demonstrates knowledge of growth and development of the following age categories:

☐ Pediatric ☐ Adolescent ☒ Adult ☒ Geriatric

THERAPEUTIC STRATEGIES & INTERVENTIONS

Applies and demonstrates knowledge of TSI principles. Applies and demonstrates knowledge of correct methods of self-protection and physical stabilization of patients displaying imminently dangerous behaviors.

RESTRAINT/SECLUSION

Demonstrates knowledge of criteria and appropriately uses, applies, and removes restraint and/or seclusion.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues and resources in the workplace, which enable the employee to work effectively with culturally diverse clientele.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES

Title 22, Joint Commission, Nursing Education, Planning and Training, Medications, Knowledge of Admission Process, 1370 Process, MDO Law and Process, 2684 commitment, SVP Process, Med-Surgical Unit and UCR Protocol, Infection Control, Restraint/Seclusion, NQA&I, CQI, PSR, and Nursing Procedures, Disaster Plan Response, Standards of Care and Practice and Plan for the Provision of Nursing Care. Ability to monitor and analyze the delivery of nursing services hospital wide and make needed recommendations for improvement to the Program Directors and Nurse Administrator.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

Maintains awareness and proficiency in operation of hospital urgent care equipment and application of emergency care nursing procedures.

RECOVERY MALL TREATMENT GROUPS: Employees are to acquire the ability to implement the Mall Treatment Model, and to effectively lead or co-lead groups. The groups are identified by the Treatment Team to meet the patient focus needs.

TEAM MEMBERSHIP

Demonstrates the ability to provide constructive team input based on direct observation of patient's behavior. The Health Services Specialist will interact professionally with patients and co-workers in the development and delivery of patient care services.

RELATIONSHIP SECURITY

Demonstrates the ability to maintain professional demeanor within the provider/individual relationship. Recognizes the value of appropriate boundaries related to protecting the security of the facility and the safety of staff and patients.

MEDICATION ADMINISTRATION

Certifies nursing staff are able to safely and accurately administer prescribed medications and other medical treatments and provides staff instruction to insure that all hospital and nursing procedures for completing necessary documentation are followed.

HEALTH TEACHING

Assists staff in learning basic materials so they may possess the ability to plan, deliver, and document individualized health teaching to patients.

THERAPEUTIC RELATIONSHIPS

Demonstrates the ability to maintain professional/therapeutic relationships with patients, to assist them with problem solving, and to teach/model principles, which promote the norm of non-violence.

OBSERVATION AND DOCUMENTATION

Provides Unit Supervisors audits/information on the accuracy, completeness and timeliness of nursing assessments and weekly/monthly notes. Ensure that nursing documentation addressing the patient's physical problems affecting his psychiatric condition, current Temporary Conditions, response to treatment, changes in psychiatric symptom presentation, and progress toward meeting treatment goals.

6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

- Possess the legal requirements to practice as a professional registered nurse in California as determined by the California Board of Registered Nursing.

7. TRAINING - Training Category = 13

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

_____ Employee Signature	, <u>HSS</u> Print Name	_____ Date
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_____ Supervisor Signature	<u>Leah Holmes,</u> SRN	_____ Date
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_____ Reviewing Supervisor Signature	<u>Leslie Kazarian,</u> Asst. Nurse Administrator	_____ Date
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